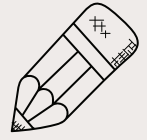


# NOTE-TAKING CRASH COURSE



## I. During a lecture

### A. Two pitfalls to avoid:

1. Pitfall #1: Write \_\_\_\_\_ down
2. Pitfall #2: Write a transcript of \_\_\_\_\_

### B. Identify and write down the “important stuff”

1. Listen for \_\_\_\_\_ : technical terms, names, dates, formulas
2. Listen carefully for verbal cues:
  - a. Direct \_\_\_\_\_ : “The important idea is...”
  - b. \_\_\_\_\_ words: “First, second, next, then, thus, also, further, furthermore, finally”
  - c. \_\_\_\_\_ words: “For instance...”
  - d. \_\_\_\_\_ words: “The basic concept here is...”
  - e. \_\_\_\_\_ : going back to the same phrase
3. Look for visual cues:
  - a. \_\_\_\_\_ : when teachers provide you with guided notes
  - b. \_\_\_\_\_ language: numbering, pointing, comparisons, etc.

### C. Writing quickly during a lecture:

1. \_\_\_\_\_ notes are probably best
2. Use \_\_\_\_\_ , not sentences
3. Use \_\_\_\_\_
4. Leave \_\_\_\_\_ where you don't understand

## II. After a lecture

**A.** \_\_\_\_\_ : fill in gaps and make legible

**B.** \_\_\_\_\_ : give it a title and highlight key ideas

**C.** \_\_\_\_\_ : take lecture notes and reading notes and put them in one larger outline.

# Common Symbols

∴	because
∴	therefore
?	question or possibility
\$	dollar or money or cost
Δ	change
viz	namely
am	morning
pm	evening
cf.	compared to
@	at
1st	first
2nd	second
asap	as soon as possible
wrt	with respect to

+	&	and
#	no.	number
>		greater than
<		less than
\$		dollar or money or cost
=		equals or the same as
≠		not equal or not the same as
~		approximately or similar
...		etc. or missing words
eg		for example
♂	♀	male / female
p.	pp.	pages
̄	c	with or about
w/	c	without

# Word Truncation Examples

*When taking notes, one way to reduce the amount of written text is by shortening words and sentences*

ppl	people
ed	education
natl	national
eqn	equation
gov	government
esp	especially
ustand	understand